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Chief, Management Staff

25 October 1956

Chief, Suggestion Awards Staff

Weekly Report - Week Ending 24 October 1956

I. WORK COMPLETEDa. Government-wide Incentive Awards Program Results for Fiscal Year 1956

- (1) A brochure showing government-wide results for Incentive Awards Program for fiscal year 1956 was received this week. Agencies were grouped by employee strength and ranked within four groups as to their suggestion participation and adoption rates per 1,000 employees.
- (2) CIA led its group in both participation and adoption rates for fiscal year 1956. The only other Agency which led its group in both criteria was the Civil Service Commission, which is responsible for the Government-wide Incentive Awards Program.

b. Training

- (1) Mr. ~~Wang~~ attended the National Business Show in New York on 18 October (7 hours).
- (2) Mr.  attended the Eastern Regional Conference of the American Society for Public Administration in New York on 19 and 20 October (13 hours). Seminar and lectures were focused on the conference theme "Fundamental Tools of Public Management."
- (3) Two members of the Staff  attended an AMA movie on Integrated Data Processing on 23 October (3 hours).
- (4) Two new members of the Suggestion Awards Staff received a total of twenty-eight hours of on-the-job training during the week .

c. Program Promotion and Publicity

An election theme poster entitled "VOTE ALL YEAR 'ROUND WITH BETTER IDEAS" was posted throughout Agency buildings this week and all poster locations were stocked with Employee Suggestion Forms. Approval of this poster was first obtained from Assistant Deputy Director (Support).

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- (2) Mr. [REDACTED] briefed Mr. [REDACTED] on SA Program material to be used by the latter in his Conference Leadership course on 29 October.

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d. Processing

Round Robin Packets 47 and 48 including 23 suggestions recommended for disapproval were sent to Committee members for review this week. Packets 44 and 46 of twenty suggestions disapproved for adoption were returned from Committee review.

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e. Personnel

- (1) [REDACTED] Clerk-Typist, GS-3, reported 19 October as replacement for Mrs. [REDACTED] who expects to leave 23 November.

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- (2) [REDACTED], Reports Officer, GS-9, reported on detail from DDP [REDACTED]. She will be detailed to SA Staff through December.

f. Liaison with Other Components

Material concerning Incentive Awards Programs in U.S. Government and private industry was sent to DDP/FE-4 to fill a cable request from the field this week.

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Attachment

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT